



# Mediation

The Illinois Department of Human Rights offers parties the opportunity to participate in the IDHR Mediation Program BEFORE the charge is assigned for investigation.

MEDIATION is a form of dispute resolution where parties to an IDHR charge meet in an informal atmosphere and discuss settlement options to close the IDHR charge and avoid a lengthy and possibly expensive investigation.

- *Mediation is free. There is no cost to either party.*
- *Mediation can be a fast way to charge resolution. Mediation conference sessions are scheduled from 9am-1pm or 1pm-5pm Monday through Friday.*
- *The mediation conference is confidential. The mediation conference is NOT a hearing, nor will it become part of IDHR's investigation of the charge if the dispute is not resolved.*

## Participation

**The first step:** Before a mediation conference can be scheduled, both the complainant and the respondent must sign an extension form agreeing to extend the time for investigation (in case the mediation does not result in settlement of the charge). If an Extension Form is not included with this packet of information, please contact Krystal Rogers or Thomas F. Roeser, Unassigned Case Unit at: (312) 814-6207 or 312-814-6295, or fax: (312) 814-6251.

**The second step:** Return the signed Extension Form and your contact information to: *Krystal Rogers or Thomas F. Roeser, Unassigned Case Unit, Department of Human Rights, Suite 10-100, 100 W. Randolph, Chicago, IL 60601.*

**The third step:** When the Unassigned Case Unit has received an Extension Form signed by both parties to the charge, you will be contacted by a mediator to schedule your mediation conference.

*Please Note: You are required to submit a Verified Response to this charge within 60 days of receipt of the charge, regardless of whether or not you choose to participate in mediation. Signing the extension form does not extend the deadline for submitting the Verified Response.*

## **For More Information Contact:**

### **The Illinois Department of Human Rights Office Hours:**

Monday through Friday, 8:30 a.m. to 5:00 p.m.  
(No intake interviews are conducted on Fridays.)

**Website:** [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

### **In Chicago:**

James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, IL 60601  
(312) 814-6200 or (800) 662-3942  
866-740-3953 (TTY)  
FAX: (312) 814-6251

### **In Springfield:**

222 South College St., 1st Floor  
Springfield, IL 62704  
(217) 785-5100  
866-740-3953 (TTY)  
FAX: (217) 785-5106

### **In Marion:**

2309 W. Main St.  
Marion, IL 62959  
(618) 993-7463  
866-740-3953 (TTY)  
FAX: (618) 993-7464